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|----------------------------------------------------------------------------------|------------------|----------------------|----------------------|---------------------------------------------------------------|---------------------|----------------------------------------------------|
| Prepared by:                                                                     | B.Sadhana        |                      |                      |                                                               |                     |                                                    |
| Report Date                                                                      | 13.10.2023       |                      |                      |                                                               |                     |                                                    |
| Company Name                                                                     | MMRK-LLP         |                      |                      |                                                               |                     |                                                    |
| Site                                                                             | GHT              |                      |                      |                                                               |                     |                                                    |
| List of requisitions Where PO/WO not prepared 3 working days after requisition:  |                  |                      |                      |                                                               |                     |                                                    |
| Requisition No                                                                   | Requisition Date | Serial noof item req | Item Description     | Purchase Officer - Remarks                                    | Material delivered? | If material is not delivered - is delay justified? |
| 20230921005                                                                      | 21.09.2023       | 4                    | CIF Cleaner          | Cancelled by Site                                             |                     |                                                    |
|                                                                                  |                  |                      |                      |                                                               |                     |                                                    |
| List of requisitions Where PO/WO is prepared and items have not received at site |                  |                      |                      |                                                               |                     |                                                    |
| Req no:                                                                          | Req Date         | Serial noof item req | Item Description     |                                                               |                     |                                                    |
| 142234                                                                           | 03-10-2022       | 1                    | 8 passengers lift    | Material not delivered , Payment to issue                     |                     |                                                    |
| 20230908008                                                                      | 08.09.2023       | 1                    | Nitco Country Almond | Collect from SSLLP - GMR                                      |                     |                                                    |
| 20230908009                                                                      | 08.09.2023       | 1                    | Nitco Country Rosso  | Collect from SSLLP - GMR                                      |                     |                                                    |
| 20230911031                                                                      | 11.09.2023       | 1                    | Nitco Bibilos        | Partly Material Received , Balance to be collected from SSLLP |                     |                                                    |
| 20230925008                                                                      | 25.09.2023       | 1                    | CCTV Cameras         | Delivered                                                     |                     |                                                    |
| 20230928028                                                                      | 28.09.2023       | 1,2                  | Tube lights          | Delivered                                                     |                     |                                                    |
| 20231003016                                                                      | 03.10.2023       | 1                    | Tor Steel            | Delivered                                                     |                     |                                                    |
| 20231004007                                                                      | 04.10.2023       | 1                    | Router               | Collect from SSLLP                                            |                     |                                                    |
|                                                                                  |                  |                      |                      |                                                               |                     |                                                    |